



Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

(916) 324-4695 FAX: (916) 327-6245

www.mrmib.ca.gov

JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!
Close to Bus Routes, Light Rail, & Parking Garages*

Research Analyst II/Research Program Specialist I
Associate Budget Analyst or Assoc Governmental Program Analyst

Monthly Salary: RA II: \$4619-\$5616; RPS I: \$4833-\$5874;

ABA or AGPA: \$4400-\$5348

*Two Permanent Full Time Positions

Location: Downtown Sacramento

Position Number: 443-300-XXXX-XXX

Refer to Job ID# J08-054

Final Filing Date: July 1, 2009

*Number of positions – only change

General Statement of Duties:

This is the full journey level class working in a budget unit performing complex Budget forecasting and Budget preparation. Under general direction, the employee performs a variety of tasks including the more independent, responsible, varied and complex technical research and statistical work in support of MRMIB's local assistance fiscal forecasting and Budgeting function (including State Operations); he/she may provide consultative advice to various governmental entities and agencies, including the Department of Finance and the Legislature concerning fiscal estimates-methodology and the State Operations Budget. Work at this level is often characterized by independent development and employment of research methodology and techniques; and assisting in the design and implementation of budget related research projects. Duties will also encompass technical budgeting in preparation of MRMIB's portion of the annual Governor's Budget and the annual May Revision.

In addition, the incumbent is frequently called upon to assist in research and to formulate cost estimates for a significant number of alternative proposals to achieve universal health insurance coverage in California (i.e., the Governor's Healthcare Reform (HCR) proposal and various Legislative alternatives).

Specific duties include, but are not limited to, the following:

Designs and independently develops and maintains caseload and budget estimating models for the HFP, AIM, MRMIP and other special programs. Prepares assigned portions of the MRMIB local assistance budget estimates for 1) the Governor's Budget and 2) the May Revision. Coordinates with the Department of Health Care Services (DHCS) and Department of Mental Health (DMH) on enrollment estimates in the DHCS and DMH-administered programs funded under Title XXI; including the California Children's Services (CCS), Child Health and Disability Prevention Program (CHDP) and the treatment program for children with Serious Emotional Disturbances (SED) programs. Responds to questions from the Department of Finance, Health and Human Services Agency, the Legislative Analyst's Office (LAO) and legislative staff, regarding budget estimates for all MRMIB programs.

Prepares the Governor's budget and all related schedules; prepares budget revisions; prepares budget change proposals; reconciles appropriations by funding source. Prepares the out-of-state travel (OST) blanket requests for MRMIB and individual OST requests. Serves as a technical expert on complex budget problems.

Ensures the integrity of all estimating procedures and conducts research to increase reliability of budget estimating methods. Consults with staff and the fiscal forecasting units of the DHCS and other state departments on estimating methodologies.

Develops research studies of special nature related to budgeting (i.e., special program utilization studies, long-range forecasting, etc.), collects data, analyzes, interprets, and presents information.

Projects current year budget expenditures using monthly CALSTARS and personnel reports. Prepares specialized financial analyses for department staff and control agencies. Reviews all purchase estimates, printing requisitions and contract requests for MRMIB.

Analyzes proposed, pending, and enrolled legislation to determine the funding impact on programs within MRMIB. Responds to inquiries from staff at the Department of Finance and LAO concerning the Budget Bill and other legislation.

Essential Qualifications:

- Has advanced knowledge and proficiency in MS Excel.
- Keeps abreast of forecasting methods in other states and in current economic and financial literature that may impact the health care in California.
- Demonstrates the ability to function independently and as part of a fiscal team, work on multiple assignments and meet critical deadlines.
- Establishes and maintains liaison with the other state agencies including the Department of Finance on their economic forecasts.

Other Expectations

- Demonstrates a commitment to performing duties in a service-oriented manner.
- Demonstrates a commitment to maintaining a work environment free from discrimination and sexual harassment.
- Maintains good work habits and adheres to all policies and procedures.
- Effectively communicates orally and in writing with management, co-workers and the public.
- Ability to multi-task and meet deadlines.
- Ability to use a variety of Microsoft applications.

Who May Apply:

Individuals at the Research Program Specialist I, Research Analyst II, Associate Budget Analyst or Associate Governmental Program Analyst level or who have list or reinstatement eligibility to any of these classifications may apply. Only the most qualified candidates will be interviewed. If a Research Program Specialist I, Associate Budget Analyst or Associate Governmental Program Analyst is selected, duties will be modified accordingly. Hire may be restricted to SROA or surplus state employees. Interested parties should submit a Std. 678, State Application (available at www.spb.ca.gov), with **Job ID # J08-054 and Position #443-300-XXXX-XXX and the basis for appointment eligibility** written in Section 12 of the application, to:

**Managed Risk Medical Insurance Board
1000 G Street, Suite 450
Sacramento, CA 95814
Attn: Robin Conover – Personnel**

Applications must be RECEIVED in the Personnel Office by 5:00 p.m. on the Final Filing Date: July 1, 2009.

If you have questions regarding this information, please contact Robin Conover at (916) 445-3940.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.